Catalog Definitions Documentation

PeopleSoft Module: <u>Enterprise Learning Management</u>

COURSE	COURSE DESCRIPTION	NOTES / COMMENTS
500	**Course Name:** Enterprise Learning Management	
	Course Name (short/abbrev) ELM	
	Course Duration: 2 Days	
	Course Description: Enterprise Learning Management (ELM) is the new tool in Edison used to administer learning (training) programs. Participants will learn how to create and maintain catalog offerings, such as: adding one or more courses to a catalog; scheduling class dates per course; and selecting facilities, equipment and instructors. Learning how to manage course enrollment activities will also be covered in the lesson material, such as: registering learners (students) for a class, dropping a class, printing class rosters and recording class attendance/score information. ELM provides an agency with the flexibility of tracking individual training development programs and required certifications.	
	Prerequisites: 99 – Basic Navigation	
	Recommended Audience: • Learning Administrators • Profile Administrators • Catalog Administrators • Roster Administrators • Managers of Instructors *Current State Terminology:* • Training Coordinator • Training Officer • Training Administrator • Training Manager • Admin Asst. or Admin. Secretary with training responsibilities	
	Course Objectives: • Learn how to setup and maintain catalogs and activities using Edison. • Learn how to setup and maintain profiles for learners and instructors. • Learn how to setup and maintain facility and equipment information. • Learn how to manage enrollment activities. • Learn how to track attendance and scores.	